

To: CN=Arvin Ganesan/OU=DC/O=USEPA/C=US@EPA[]
Cc: CN=Loreto Tillery/OU=DC/O=USEPA/C=US@EPA[]
From: CN=Tom Dickerson/OU=DC/O=USEPA/C=US
Sent: Fri 8/24/2012 7:41:09 PM
Subject: Fw: PLEASE RESPOND: Bristol Bay FOIAs: Link to Collection Database (Dropbox)
[Image.1345837288064.gif](#)
martin.karenl@epa.gov
steiner-riley.cara@epa.gov
steiner-riley.cara@epa.gov
[Hotspot](#)

Arvin,

In the email chain below is a copy of the search instructions that the region sent out on this. But, in general, here is the key to the search:

2. The scope of the requests for purposes of this exercise is: all communications between EPA and EXTERNAL parties regarding the Bristol Bay watershed assessment and the possible application of Section 404(c) of the Clean Water Act to mining activities in the area. This request does not include communications with other EPA employees, EPA contractors, or other Federal agency employees.

3. The relevant time period is from January 1, 2009 to March 19, 2012. You can limit the search by dates or names, and this may be helpful for paring down the number of records to be searched.

Let me know if I can help any on Monday when I'm back in. Thanks.

Tom Dickerson
Office of Congressional and Intergovernmental Relations
U.S. EPA
(202) 564-3638

----- Forwarded by Martha Workman/DC/USEPA/US on 06/19/2012 04:42 PM -----

From: Cara Steiner-Riley/R10/USEPA/US
To: Georgia Bednar/DC/USEPA/US@EPA, Mike Bussell/R10/USEPA/US@EPA, Ann Campbell/DC/USEPA/US@EPA, Marcia Combes/R10/USEPA/US@EPA, Heather Dean/R10/USEPA/US@EPA, David Evans/DC/USEPA/US@EPA, Jeff Frithsen/DC/USEPA/US@EPA, Arvin Ganesan/DC/USEPA/US@EPA, Nathan Gentry/DC/USEPA/US@EPA, Venu Ghanta/DC/USEPA/US@EPA, Brenda Gibson/DC/USEPA/US@EPA, John Hillenbrand/R9/USEPA/US@EPA, Lee Hofmann/DC/USEPA/US@EPA, Cheryl Itkin/DC/USEPA/US@EPA, Mark Jen/R10/USEPA/US@EPA, Alisha Johnson/DC/USEPA/US@EPA, Thomas Johnson/DC/USEPA/US@EPA, Kate Kelly/R10/USEPA/US@EPA, Ken Kopocis/DC/USEPA/US@EPA, martin.karenl@epa.gov, Julia McCarthy/R8/USEPA/US@EPA, Jonathan Newton/DC/USEPA/US@EPA, Quoc Nguyen/DC/USEPA/US@EPA, Melissa Revely-Wilson/DC/USEPA/US@EPA, Nena Shaw/DC/USEPA/US@EPA, Michael Slimak/DC/USEPA/US@EPA, Dianne Soderlund/R10/USEPA/US@EPA, Allyn Stern/R10/USEPA/US@EPA, Martha Workman/DC/USEPA/US@EPA
Cc: Stacey Erickson/R10/USEPA/US@EPA, Sheila Eckman/R10/USEPA/US@EPA, steiner-riley.cara@epa.gov
Date: 06/19/2012 03:33 PM
Subject: PLEASE RESPOND: Bristol Bay FOIAs: Link to Collection Database (Dropbox)

You are receiving this email for the third time, because according to my records, you have not responded yet!

By this Friday, June 22nd, PLEASE follow the instructions below to either:

1. Let me know you have nothing responsive; OR
2. Place responsive EXTERNAL communications in the BB dropbox (link attached below).

Either way email me and Stacey Erickson, and let us know whether you had responsive information or not, and HOW MUCH TIME, if any, you spent searching for and reviewing your communications.

We are required to respond to this request under FOIA. Please help me get our responses out in a timely manner! Thanks. Cara

Cara Steiner-Riley
Assistant Regional Counsel
(206) 553-1142

----- Forwarded by Cara Steiner-Riley/R10/USEPA/US on 06/19/2012 11:48 AM -----

From: Cara Steiner-Riley/R10/USEPA/US
To: R10 BB FOIA
Cc: steiner-riley.cara@epa.gov
Date: 04/09/2012 02:28 PM
Subject: Bristol Bay FOIAs: Link to Collection Database (Dropbox)

To EPA staff who have worked on the Bristol Bay matter:

I sent you a message last week about Bristol Bay and the pending FOIA requests. Because you have worked on the Bristol Bay matter and may have records that would be responsive to the FOIAs, we are now requesting that you please search your records for any that would be responsive, and copy them to the FOIA database that has been established for this request. Responsive records include paper as well as electronic records. We will need your responsive records uploaded to the database no later than Friday, May 4, 2012 (more time than originally provided) in order to have time to review, log and prepare the FOIA responses in a timely manner.

The FOIA database for the Bristol Bay matter has just been established, and should make the search and compilation of records process easier. The database will allow each of you to copy your electronic records to a collection database, will keep emails connected to their respective attachments, will eliminate duplicate records and should allow for easier, more efficient processing of our FOIA responses.

1. Please click on the small blue tile included below to have the database installed onto your Lotus Notes workspace. Please also refer to the attached Collection Search Instructions which detail specific steps that you must take to index and search your Lotus Notes documents (i.e. emails) and copy them over into the database.

2. The scope of the requests for purposes of this exercise is: all communications between EPA and EXTERNAL parties regarding the Bristol Bay watershed assessment and the possible application of Section 404(c) of the Clean Water Act to mining activities in the area. This request does not include communications with other EPA employees, EPA contractors, or other Federal agency employees.

3. The relevant time period is from January 1, 2009 to March 19, 2012. You can limit the search by

dates or names, and this may be helpful for paring down the number of records to be searched.

4. Using the database, you have an opportunity to use up to 8 "Multiple Words" to search for responsive records (see Step 4 in the Collection Search Instructions). Our earlier instructions to you (also attached below) suggest some keywords that you may want to use in order to make your search more specific.

5. If you have hard-copy records, please scan them to an electronic version (preferably Adobe .pdf format), and upload the resulting electronic file(s) to the database.

6. If you have problems or questions using the database, you can call PC Hotline at 206-553-1201.

7. Please keep track of the time that you take to search for, review, compile, scan, and upload to the database the records that you find. Everyone working on this request is required to track the amount of time of all work performed on this request and report it back to me once this request is finalized.

Thank you for your assistance.

Cara Steiner-Riley (206) 553-1142 and Sheila Eckman (206) 553-0455

Link to Collection Database (Dropbox):

Search instructions:

[attachment "CollectionSearchInstructions.docx" deleted by Cara Steiner-Riley/R10/USEPA/US]

Here are the instructions we sent you last week:

PLEASE READ THIS INFORMATION CAREFULLY

I am an attorney in Region 10 working on the Bristol Bay matter. You have been identified as someone who may have records that are responsive to three FOIA requests regarding the Bristol Bay Watershed Assessment. As an interim response to two of the requests, and as a final response to one of them, we are currently seeking all communications between EPA and external parties regarding the Bristol Bay Watershed Assessment and the possible application of Section 404(c) of the Clean Water Act to mining activities in the area. Even if you performed limited work on this project, please follow these instructions and let me know when you are done. Thanks in advance!

The FOIA requests are:

10-FIU-00164-12 (HQ-FOI-0944-12)

10-FOI-00177-12 (HQ-FOI-0956-12)

10-FOI-00179-12 (HQ-FOI-1003-12)

These documents are due April 27, 2012

Scope of this request

This request is for all communications between EPA and external parties regarding the Bristol Bay watershed assessment and the possible application of Section 404(c) of the Clean Water Act to mining activities in the area. External parties include, but are not limited to:

- lawmakers
- state regulators
- officials with Pebble Limited Partnership
- Tribal governments
- members of the general public
- any groups or persons opposed to – or having reservations with – mining in Bristol Bay Alaska
- technical contacts, such as academics or consultants
- mass emails from external groups

This request does not include communications with other EPA employees, EPA contractors, or other Federal agency employees.

All external communications will be uploaded onto an FTP site which will be publically available. Personal information will be redacted as appropriate.

How to search your documents

You will need to provide documents regarding the subject matter both sent by you to external parties and received by you from external parties.

Email:

1. If you work on a variety of projects, it may be helpful to search on keywords to separate Bristol Bay emails from others. Once this search is completed, you will need to then extract communications with external parties for this request. If you do a search with key words, you may use the following key search terms:

Bristol Bay
Pebble Mine
Pebble Limited Partnership
PLP Mine Project
Northern Dynasty Minerals
Anglo American
Watershed Assessment
Section 404 of CWA
Nushagak

Kvichak

2. You may also choose to search on names that you could have communicated with, or sort by name and review all of your email boxes to identify responsive documents.
3. Please search your active and archived emails for responsive documents.

How to collect and transmit your email documents

You will be receiving in a separate email detailed instructions about how to upload your Lotus notes communications into a collection database (dropbox).

Hard Copy Communications

If you have any letters, or other hard copies of communications between you and external parties, please scan them and forward them to Judy Smith for uploading into our FTP site.

Confirmation of completion

When you have completed your search and uploaded all documents to the drop box (or in the case of non-emails, forwarded them to Judy Smith), please send a response to this email, confirming completion and reporting the number of hours you spent in searching, collecting, and transmitting documents.

If you do not have documents responsive to this search, please respond to this email to let us know.

Questions?

Please call Cara Steiner-Riley (206-553-1142) or Sheila Eckman (206-553-0455).

THANK YOU!